

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3525**

24 OCTOBER 2013

Personnel

**USAFA EVENTS PROGRAM
MANAGEMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *The United States Air Force Academy*, 25 May 2011. This instruction provides procedures to request, approve, coordinate and deconflict events taking place at the US Air Force Academy (USAFA). This instruction applies to all military, tenant and private organizations at USAFA. This instruction does not apply to Air Force Reserve Command (AFRC) units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been revised to establish a new OPR, to streamline procedures and to incorporate a USAFA Events Program SharePoint site to facilitate program management.

1. PURPOSE. This instruction defines the different types of events taking place on USAFA, provides the process for submitting events for approval and clarifies responsibilities of USAFA organizations.

2. SUMMARY. USAFA and local community organizations frequently request to hold a wide variety of events on this installation. These requests include concerts, sporting competitions,

civic events, fund-raising events, educational programs, special observances, lectures, memorial services, non-profit activities and conferences/meetings. Many of these requests are for recurring events hosted by USAFA organizations primarily for USAFA personnel or cadets. Others may be requested by external organizations for non-DOD personnel.

3. DEFINITIONS.

3.1. EVENT. A social event, official function or type of activity which may involve special interest groups, a large number of off-base, non-DoD personnel, the need for parking deconfliction, Distinguished Visitors (DVs) or significant or unusual support from the Head Quarters 10th Air Base Wing (HQ 10 ABW) or other USAFA organizations. All events must comply with current security postures at USAFA, to include entry-access list (EAL) requirements. **Event sponsors and action officers (AO) must recognize that real-world security issues have the potential to require curtailment or cancellation of an event with short notice.** A comprehensive listing of approved events is available at the USAFA Events Program SharePoint site: <https://eis.usafa.edu/centers/events/SitePages/Home.aspx>.

3.1.1. External Events. Events requested by an outside agency requiring use of USAFA facilities, grounds or personnel, which do not directly support the Academy mission.

3.1.2. Internal Events. Events sponsored, hosted and supported by USAFA organizations for USAFA personnel or cadets as part of their mission/responsibility, with the exception of institutional events (listed in para 3.1.2.1). These events will be coordinated by a staff package (e-SSS) and a USAFA Form 29, *United States Air Force Academy Event Application*, submitted by the host organization through each USAFA organization from which support is requested. The sponsor/AO must coordinate within their Mission Element (ME) to ensure continuity/approval. If ME's determine that support outside the organization is needed then the organization will meet with the USAFA Events Program Committee for approval/coordination. Approving official(s) for these events include the Superintendent/Vice Superintendent, Air Base Wing Commander, Commandant, Dean, Athletic Director, and the Preparatory School Commander.

3.1.2.1. Institutional Events. (Internal Event Exceptions): Recurring Institutional Events such as USAFA/Prep School Graduations; Parents Weekend; Intercollegiate Sporting Events; Board of Visitor (BOV) meetings; Conference of Service Academy Superintendents (COSAS); CORONA; Reunions and Homecoming; In-Processing of USAFA Appointees; Cadet Wing Parades and the National Character Leadership Symposium (NCLS) do not require committee approval due to the USAFA Plans and/or instructions already designated to them.

3.1.2.2. Sponsors or AOs/OPRs for the above "exceptions" are responsible for contacting the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil to ensure the event is placed on the USAFA Events Program Calendar.

3.1.3. Venue Activities. Activities that are within the normal function of a particular venue include: Arnold Hall Theater/Ballroom events; Association of Graduates (AOG)

Doolittle Hall (meetings, conferences or banquets); Cadet Chapel Weddings and Funerals; Falcon Club events; Health and Wellness Center (HAWC) or Fitness Center events; Press Box events and Fairchild Hall Falcon Center and McDermott Library events. Each venue has its own requirements and process for hosting or supporting activities. Venue activities do not typically have to go through the events committee. Exceptions requiring committee approval include large-scale events that have significant security or support requirements, events inside the cadet area and events likely to generate senior-leader interest. Sponsors, AOs and requestors are responsible for contacting the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil to ensure the event is placed on the USAFA Events Program Calendar. A comprehensive list of USAFA Facilities and POCs is available at <https://eis.usafa.edu/centers/events/SitePages/Home.aspx>.

3.2. USAFA Events Program Calendar. Head Quarters 10th Air Base Wing Plans and Programs

(HQ 10 ABW/XP) maintains a comprehensive USAFA Events Program Calendar at <https://eis.usafa.edu/centers/events/SitePages/Home.aspx>. Sponsors, AOs and event requestors are responsible for contacting the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil to ensure their event is placed on the USAFA Events Program Calendar.

3.3. USAFA Master Calendar.

The USAFA Master Calendar <https://eis.usafa.edu/hq/default.aspx> contains leave and TDYs for ME leadership as well as major events involving multiple MEs and sensitive areas involving DVs or special interest groups. To add an event to the USAFA Master Calendar, sponsors or AOs must submit the request to their ME designated calendar coordinator. The USAFA Events Program Manager will ensure applicable external events are placed on the USAFA Master Calendar. Questions regarding the USAFA Master Calendar should be directed to HQ USAFA/CCEA.

4. MISSION. To provide a means for all organizations and event planners to be aware of events held at USAFA and define the process and procedures to request, approve, coordinate and deconflict these events.

5. EXECUTION.

5.1. Concept of Operations. This instruction discusses and describes responsibilities for coordinating and gaining approval for events held at USAFA. It is not intended to be a replacement for proper internal vetting, coordinated support requests or calendar posting(s). Ultimately, each ME is responsible for its own events and determining which events require senior level approval and placement on the USAFA Events Program Calendar IAW this Instruction and/or the USAFA Master Calendar IAW the *USAFA Action Officer & Staffing Guide* published by HQ USAFA/CCEA. Event sponsors and AOs will contact MEs, base agencies and venues to pre-coordinate events and support.

5.2. Internal/External Event Approval Process.

5.2.1. To Request an External Event, Requestors must:

5.2.1.1. Obtain a USAFA sponsor for the proposed event. Event sponsors must be a military member assigned to USAFA, or a civilian employed at USAFA or the AOG. Sponsors will assist requestors with processing, planning, coordinating and executing

their event. All requests will be reviewed for legal, financial, environmental, safety/security and protocol impact.

5.2.1.2. Ensure a suitable facility/venue is available. A comprehensive list of USAFA Facilities and their POCs is available at <https://eis.usafa.edu/centers/events/SitePages/Home.aspx>. The event approval process provides back-up deconfliction, but the event committee members do not contact the facility managers or coordinate the event with the facility. Requestors should ask that their event be “penciled in” with the facility manager prior to submitting an external event request, to reserve the space should event approval be granted. If event approval cannot be granted, please notify the facility manager.

5.2.1.3. In most cases, venue managers will require the use of the USAFA Form 117, *Request for Short-Term Facility Use*. This form establishes insurance requirements and notifies the requestor that they may be responsible for reimbursable costs that USAFA incurs for use of the facility. The USAFA Form 117 is available at **Error! Hyperlink reference not valid..**

5.2.1.4. Submit a USAFA Form 29, *United States Air Force Academy Event Application*, for each event. All sections must be completed on the form and a draft sequence of events must be included. Submit the form via e-mail to the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil no later than 90 days prior to event date. The USAFA Form 29 is available at <http://static.e-publishing.af.mil/production/1/usafa/form/usafa29/usafa29.xfdl>.

5.2.1.5. If the event is to be held outside of a developed area and/or involve ground-disturbing activities, including camping or parking in areas not normally used for parking, an AF Form 813, *Request for Environmental Impact Analysis*, should be submitted to 10 CES. Contact 10 CES Environmental Planner for questions. AF Form 813 is available at http://static.e-publishing.af.mil/production/1/af_a4_7/form/af813/af813.xfd.

5.2.1.6. Verify the event is approved prior to committing any resources to support the event. Prior to releasing any publicity of the event, ensure there is no implied DoD or USAFA endorsement of the event, the organization or its purpose. Committee approval of publicity will be required.

5.2.1.7. Coordinate with the staff of USAFA senior leaders for their participation or attendance at an event. A request for senior leadership involvement is not a guarantee of their participation. Sponsors should ensure events are “penciled in” on each applicable senior leader’s calendar pending approval and ensure a formal invitation is sent to the respective staff of the participating senior leader.

5.2.1.8. Short notice events and change requests submitted less than 90 days prior to the event will be handled on a case-by-case basis. Such events or change requests may be disapproved, particularly if the event requires extensive coordination or support.

5.2.2. USAFA Sponsors of External Events must:

- 5.2.2.1. Assist requestors in processing, planning, coordinating and executing their event.
 - 5.2.2.2. Assist requestors in submitting their event request. Perform initial coordination of the event to include contacting the facility POC for availability. Review organizational calendars and the USAFA Events Program Calendar to deconflict the event with other previously scheduled events.
 - 5.2.2.3. Submit support request form(s) (i.e., facilities usage, transportation, security) to applicable organization(s). Follow-up to ensure support is available.
 - 5.2.2.4. Notify Protocol (HQ USAFA/CCP) if DVs or senior staff are requested to attend. It is the sponsor's responsibility to confirm availability and ensure HQ USAFA/CCP has specific information to track DV visibility. Sponsors must request the event be "penciled in" on the commander's calendar and follow-up prior to event to ensure that the individual is still available to attend or participate.
 - 5.2.2.5. Notify all support agencies and the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil if any changes are made to the planning or execution of the event.
 - 5.2.2.6. Comply with USAFAI 51-902, *Fundraising and On-Base Solicitation*. Fundraiser requests during the Combined Federal Campaign (1 Sep – 15 Dec) or Air Force Assistance Fund Campaign (Feb – May) must be approved by HQ 10 ABW/CC. A separate staff package must be submitted at least four weeks in advance of the event.
- 5.2.3. External Event Deconfliction and Approval. Event deconfliction and approval is accomplished through the Events Committee. The committee generally meets on a monthly basis or when required, and is scheduled by the USAFA Events Program Manager. Events Committee members will discuss events and approve, disapprove or table them for future discussion. Sponsors or requestors may request, or be asked, to be present at the meeting to discuss their events.
- 5.2.4. Events Committee. The USAFA Events Program Committee is comprised of representatives from:
- 5.2.4.1. The HQ 10 ABW, specifically:
 - 5.2.4.1.1. HQ 10 ABW/XP (USAFA Events Program Manager).
 - 5.2.4.1.2. HQ 10 ABW/CCC, as required.
 - 5.2.4.1.3. HQ 10 ABW/CCW.
 - 5.2.4.1.4. HQ 10 ABW/EO.
 - 5.2.4.1.5. HQ 10 MSG.
 - 5.2.4.1.6. 10 CES.
 - 5.2.4.1.7. 10 CS.
 - 5.2.4.1.8. 10 FSS.
 - 5.2.4.1.9. 10 LRS.

5.2.4.1.10. 10 SFS.

5.2.4.1.11. HQ 10 MDG.

5.2.4.2. Plans, Programs and Institutional Events Div (HQ USAFA/A8A).

5.2.4.2.1. USAFA Commandant of Cadets (USAFA/CW).

5.2.4.2.2. USAFA Dean of the Faculty (USAFA/DF).

5.2.4.2.3. USAFA Directorate of Athletics (USAFA/AD).

5.2.4.2.4. USAFA Preparatory School (HQ USAFA/PL).

5.2.4.2.5. USAFA Directorate of Admissions (HQ USAFA/RR).

5.2.4.2.6. USAFA Protocol (HQ USAFA/DSP).

5.2.4.2.7. Superintendent's Commander's Action Group (HQ USAFA/DSX).

5.2.4.2.8. USAFA Financial Management (HQ USAFA/FM).

5.2.4.2.9. USAFA Chaplain (HQ USAFA/HC).

5.2.4.2.10. USAFA Staff Judge Advocate (HQ USAFA/JA).

5.2.4.2.11. USAFA Public Affairs (HQ USAFA/PA).

5.2.4.2.12. USAFA Safety (HQ USAFA/SE).

5.2.4.2.13. Association of Graduates (AOG), as required.

5.2.4.2.14. 306th Flying Training Group (306 FTG).

5.2.5. External Event Review Process.

5.2.5.1. Once an event request, with an attached USAFA Form 29 has been received, it will be forwarded to the USAFA Events Committee members.

5.2.5.2. Committee members will deconflict within their ME and review for safety, mission priorities and resources available, depending on unit focus.

5.2.5.3. The requestor and/or sponsor will be scheduled to present their event at an upcoming USAFA Events Program Committee meeting to determine if the event will be "approved," "disapproved" or "tabled." All "disapproved" and "tabled" decisions require comments that explain the decision. The USAFA Events Program Manager will obtain the committee's consensus for any "tabled" or "disapproved" events.

5.2.5.4. Each committee member will be directed to a Read-Ahead package before each scheduled USAFA Events Program Committee meeting. All USAFA Form 29's and related documents can be found at <https://eis.usafa.edu/centers/events/Event%20Requests/Forms/AllItems.aspx>.

5.2.5.5. When reviewing events, the USAFA Events Program Committee should consider the following eight requirements from the Joint Ethics Regulation:

5.2.5.5.1. The support requested does not interfere with the performance of official duties and would in no way detract from readiness.

5.2.5.5.2. DoD community relations with the immediate community and/or other

legitimate DoD public affairs or military training interests are served by the support.

5.2.5.5.3. It is appropriate to associate the DoD, including the United States Air Force Academy, with the event.

5.2.5.5.4. The event is of interest and benefit to the local civilian community, USAFA or any other part of DoD.

5.2.5.5.5. The USAFA is able and willing to provide the same support to comparable events that are sponsored by other similar non-federal entities. For clarification, each ME or squadron should consider this requirement.

5.2.5.5.6. The use of support for the event is not restricted by other statutes (see 10 U.S.C. 2012) which limit support that is not based on customary community relations or public affairs activities or regulations.

5.2.5.5.7. No admission fee (beyond what will cover the reasonable costs of sponsoring the event) is charged for the event, or the portion of the event supported by DoD, or DoD support to the event is incidental to the entire event in accordance with public affairs guidance.

5.2.5.5.8. Fundraisers.

5.2.5.5.8.1. DoD employees shall not officially endorse or appear to endorse membership drives or fundraising for any non-Federal entity except for the organizations listed in paragraph 3-210(a) of the JER.

5.2.5.5.8.2. USAFA, through the Events Committee Chair, may provide, on a limited basis, the use of USAFA facilities and equipment (and the services of USAFA employees necessary to make proper use of equipment), as logistical support of a charitable fundraising event sponsored by a non-Federal entity when the head Chair of the Events Committee determines paragraph 5.2.5.5.1. through 5.2.5.5.8. of this instruction apply, and the sponsoring non-Federal entity is not affiliated with the Combined Federal Campaign (CFC) (including local CFC) or, if affiliated with the CFC, the Director, OPM, or designee, has no objection to USAFA support of the event. OPM has no objection to support of events that do not fundraise on the Federal Government workplace.

5.2.5.6. Approved Events: Once processed through the Events Committee, the USAFA Events Program Manager will prepare correspondence for the Chair of the Events Committee (HQ 10 MSG/CC) to sign and notify the sponsor and requestor. Event Approval Numbers will no longer be required or used in this program. Meeting Minutes will be published for each meeting and be made available at <https://eis.usafa.edu/centers/events/SitePages/Home.aspx>.

5.2.5.7. Disapproved or Tabled Events: The USAFA Events Program Manager will prepare correspondence for the Chair of the Events Committee to sign and notify the sponsor and requester of a disapproved or tabled event.

5.2.6. Tasks for USAF Academy Organizations.

5.2.6.1. The HQ 10 ABW/CC, through the 10th Mission Support Group Commander (HQ 10 MSG/CC) will:

5.2.6.1.1. Chair the USAFA Events Program Committee.

5.2.6.1.2. Review requests for any government-provided support such as facility use, security, transportation, communications, etc. (reference USAFA Form 29) and ensure requested support is authorized IAW DoD and USAF guidance and instructions and can be met without interfering with other higher priority operations.

5.2.6.1.3. Ensure events comply with AFI 34-223, *Private Organizations (PO) Program*, and USAFAI 51-902, *Fundraising and On-Base Solicitation*.

5.2.6.2. The HQ 10 ABW/CC, through HQ 10 ABW/XP will:

5.2.6.2.1. Manage the USAFA Events Program; schedule committee meetings, manage the calendar of scheduled events and support the Chair of the USAFA Events Committee.

5.2.6.2.2. Accept all internal/external event requests from applicants and vet them through the USAFA Events Program Committee.

5.2.6.2.3. Send out timely event approvals to requesters and sponsors upon final coordination and approval of the committee.

5.2.6.2.4. Send out timely event disapprovals and tabled event notices with an explanation for the decision to requesters and sponsors.

5.2.6.2.5. Manage an electronic calendar of USAFA events and maintain records of all events requests.

5.2.6.2.6. Advise the sponsor, AO or requestor for any events that appear to be fund-raisers, to follow the guidance in USAFAI 51-902.

5.2.6.3. All USAFA MEs will:

5.2.6.3.1. Appoint a senior-level action officer and one alternate as members of the USAFA Events Program Committee. The AO will:

5.2.6.3.1.1. Assist personnel within their organization to complete and submit event request forms and staff summary sheets.

5.2.6.3.1.2. Assist event sponsors/requesters in vetting their events and coordinating support with required agencies.

5.2.6.3.1.3. Coordinate and deconflict event requests with all subordinate organizations and with organizations' senior leadership. Validate/justify any government-provided support requested. Travel paths and access may need to be altered due to, or based on the state of construction on USAFA.

5.2.6.3.1.4. Deconflict external events within the ME and review for legality, safety, mission priorities and resources available, depending on unit focus. Contact the USAFA Events Program Manager at

10abw.xp.usafaeventsprogram@us.af.mil with concerns or questions.

5.2.6.3.1.5. Review the USAFA Events Program Calendar at <https://eis.usafa.edu/centers/events/SitePages/Home.aspx> and the USAFA Master Calendar <https://eis.usafa.edu/hq/default.aspx> to assess impact of proposed events on their ME.

5.2.6.3.1.6. Ensure ME events are posted on the USAFA Events Program Calendar by contacting the USAFA Events Program Manager at 10abw.xp.usafaeventsprogram@us.af.mil. To add an internal event to the USAFA Master Calendar, submit the request to the ME designated calendar coordinator.

5.2.6.4. The Commander's Action Group (HQ USAFA/DSX) will: In coordination with HQ USAFA/CMA, deconflict speaking requests with Superintendent and Vice Superintendent schedule.

5.2.6.5. The Director, Financial Management and Comptroller (HQ USAFA/FM) will: Ensure requested events meet financial responsibility requirements.

5.2.6.6. The Staff Judge Advocate (HQ USAFA/JA) will: Advise on legal issues related to hosting requested events.

5.2.6.7. The 306th Operational Support Squadron Aerial Events Office (306 OSS/OSO) will:

5.2.6.7.1. Coordinate aerial support for pre-determined and approved USAFA aerial events in compliance with USAFAI 11-209, *Aerial Events*.

5.2.6.7.2. Coordinate with the Federal Aviation Administration (FAA) and Secretary of the Air Force Office of Public Affairs (SAF/PA) for specific event approval, airspace waivers and notification.

5.2.6.7.3. Contact units and make every effort to requisition aircraft assets for each requested Aerial Event. Should no unit be available, the 306 OSS/OSO will contact the POC for the event at the earliest convenience to allow for schedule changes.

6. EVENTS SCHEDULING BLACKOUT. The USAFA mission necessitates that during certain times, events are at increased risk for disapproval due to maximum commitment of USAFA's support resources elsewhere. Requesters/sponsors should avoid scheduling events during the following institutional/military proceedings since most USAFA agencies will be heavily tasked with planning and execution. Events incurring blackout dates are:

- 6.1. Preparatory School Graduation (mid-May)
- 6.2. Cadet Graduation (typically week which includes Memorial Day weekend)
- 6.3. Cadet In-processing (end of June or beginning of July)
- 6.4. Parents Weekend (Labor Day weekend)
- 6.5. CORONA Conference (during home Service Academy football game, early Oct/Nov)
- 6.6. Board of Visitors meetings (usually twice annually)

6.7. Home football games

6.8. Major inspections for USAFA, such as Unit Compliance Inspections and Consolidated Unit Inspections

6.9. Jacks Valley during Basic Cadet Training (Mid May to early August)

6.10. DV visits during the week prior to/during Cadet Graduation and CORONA Conference

7. COMMAND AND CONTROL. The HQ 10 ABW/CC through the HQ 10 MSG/CC and with the support of the HQ 10 ABW/XP, will exercise overall command and control of USAFA Events Program Management.

THOMAS L. GIBSON, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

USAFAI 51-902, *Fundraising and On-Base Solicitation*, 10 December 2009

AFI 34-223, *Private Organizations (PO) Program*, 08 March 2007

USAFAI 11-209, *USAFA Aerial Events*, 10 February 2009

Prescribed Forms

USAFA Form 29, *United States Air Force Academy Event Application*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

USAFA Form 117, *Request for Short-Term Facility Use*

AF Form 813, *Request for Environmental Impact Analysis*

Abbreviations and Acronyms

ABW—Air Base Wing

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AOG—USAFA Association of Graduates

CORONA—CSAF Commanders' Conference

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

Terms

Event—A social event, official function or type of activity which may involve special interest groups, a large number of off-base, non-DoD personnel, parking deconfliction, DVs or significant or unusual support from the HQ 10 ABW.

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Board of Visitor (BOV) meetings, COSAS, CORONA, Homecoming, Appointee Orientation, In-Processing, and the National Character Leadership Symposium (NCLS).

Venue Activities—Activities that are within the normal function of a particular venue. Examples include: Arnold Hall Theater/Ballroom events; Cadet Chapel Weddings & Funerals (large scale funerals should be coordinated in order to deconflict parking or other activities); Falcon Club functions; Doolittle Hall (one-time meetings, conferences or banquets); Health and Wellness Center (HAWC) and Fitness Center events; Press Box activities, Fairchild Hall Falcon Center, and McDermott Library events.